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20 November 1981

MEMORANDUM FOR: Director of Central Intelligence

VIA: Deputy Director of Central Intelligence

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 20 November 1981 ☐

DD/A REGISTRY

FILE: 04M-1

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## 1. Progress reports on tasks assigned by the DCI/DDCI:

No reports outstanding. ☐

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## 2. Items/Events of major interest:

a. Officers from the Office of Training and Education provided support to NFAC in the running of an analytical training course on 17 - 18 November for six officers of the ☐ Foreign Affairs. The course was requested by the Directorate of Operations to assist the ☐ officers assigned to a research component of the Ministry who are attempting to improve the quality of intelligence provided to senior officials. ☐ A9b(3.9)

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d. On 17 November the Director and Deputy Director, Office of Medical Services, met with their counterparts at the ☐ to discuss the interface between the ☐ CIA Regional Medical Officers and the implementation of the SAFEHAVEN Program (an intensive program to protect employees assigned abroad during crises). ☐ A9c5.1

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e. Officers from the Office of Logistics along with members of the National Capital Planning Commission Staff, appeared before the Fairfax County Federation of Civic Associations on 19 November to discuss the proposed new building plan. The meeting went extremely well; the presentation was well received and the Federation was supportive of the plan. ☐

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f. On Sunday, 15 November, the Headquarters emergency generator system was successfully tested. During the test, a power outage was initiated by disconnecting Headquarters from the Virginia Electric and Power Company. All critical electrical loads were then serviced by four Uninterruptible Power Systems until our five emergency generators automatically started, synchronized, and assumed the electrical load. All systems functioned properly. ☐

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g. After coordination throughout the Agency, the Records Management Division, Office of Information Services, prepared the Agency response to the latest draft of Executive Order 12065 and forwarded same to the Director, Information Security Oversight Office, GSA, on 16 November. ☐

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h. Forwarded herewith is the fourth Working Group memorandum prepared under the cognizance of the Information Handling Systems Architect regarding information protection and management. ☐

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i. On the 19th of November, the DDA and Jim McDonald, the Director of Logistics, attended a briefing at GSA on the delivery of services to customer agencies. GSA has reorganized, brought in new executives from both the private and public sectors, and has introduced several new initiatives to improve services and cut expenses. These include contracting for certain services formerly supplied by GSA staff personnel, looking to industry for new management approaches, and an experiment that delegates authority to a small number of agencies to manage their building operations and maintenance. From these briefings, it would appear that GSA services will be reduced in the future, while those provided will be at a higher cost to us. ☐

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### 3. Significant events anticipated during the coming week:

a. At the request of the Directorate of Operations, on 24 November, the DDA, ADDA, and Directorate Office Directors will conduct briefings for

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c. Ms. Jessica Savitch's television report on defectors which was ☐ will appear on Channel 4 at 2200 hours, 27 November. ☐

d. The "Language Loft," converted upper deck area in the South Cafeteria, will be officially opened to handle language training of personnel assigned to Headquarters on 23 November. ☐

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Harry E. Fitzwater

Attachment

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